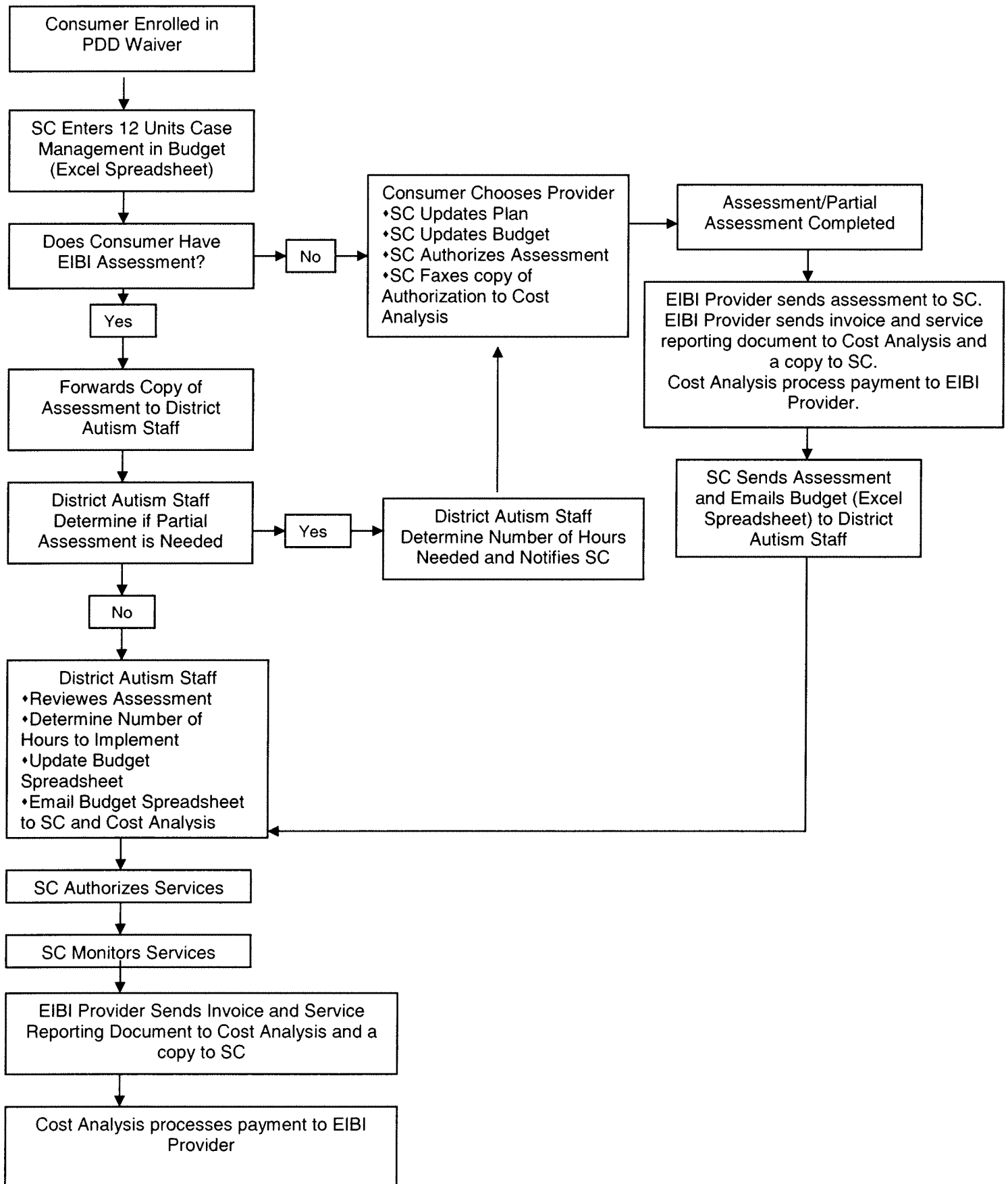


**BUDGET PROCESS – STATE FUNDED PDD PROGRAM**  
**All EIBI Services Board Billed**  
**(Invoice to SCDDSN)**



## **BUDGET, SERVICE REPORTING, AND PAYMENT PROCEDURES**

### **CONSUMERS ENROLLED IN PDD STATE FUNDED PROGRAM**

#### **CONSUMER IS ENROLLED IN THE PDD STATE FUNDED PROGRAM.**

##### **State Funded PDD Budgets**

Just as for the PDD Waiver Program, the budget period for a consumer will cross fiscal years. A consumer can receive services for a maximum period of three years from the date of enrollment in the PDD State Funded Program.

- Example: A consumer is enrolled in the PDD State Funded Program on January 20, 2007. If the consumer stays the maximum of 3 years in the state funded program, the budget periods will be:
  - January 20, 2007 to January 19, 2008;
  - January 20, 2008 to January 19, 2009, and
  - January 20, 2009 to January 19, 2010.

The state funded PDD program budget process will be a manual budget process. We will be using an Excel Spreadsheet to prepare the budget. (Copy Attached)

##### **Case Management**

- Case management for consumers enrolled in the state funded PDD program is regular targeted case management; not a waiver service as for those consumers enrolled in the PDD waiver.
- The service coordination provider will be paid for case management services through the current payment process: Non-Capitated Service Coordination or the QPL payment process.
- Service coordinator enters 12 units of Case Management in the State Funded PDD Program Budget Spreadsheet (EXCEL file). However, no service authorization is necessary for consumers enrolled in the state funded PDD program.
- Service coordinator will report service coordination services through the regular automated Service Provision Logs (SPL's).

## **Early Intensive Behavioral Intervention (EIBI) Services.**

**All EIBI services for PDD state funded enrolled consumers will be board billed. EIBI service providers should be instructed to invoice “ South Carolina Department of Disabilities and Special Needs.” The EIBI service provider will mail the invoice and service reporting documents to SCDDSN Central Office – Cost Analysis Division and send a copy to the service coordinator**

### **EIBI Assessment:**

- Service coordinator determines if EIBI Assessment has already been completed.
  - If no, service coordinator updates the State Funded PDD Program Budget Spreadsheet and authorizes the full assessment.
    - A copy of the authorization should be sent to SCDDSN Central Office - Cost Analysis Division (to input into the manual state funded PDD program tracking system). Fax the copy of the authorization to Cost Analysis Division at 803-898-9657.
  - If yes, service coordinator sends copy of assessment to District Autism Staff to determine number of hours to approve if the assessment needs to be updated. District Autism Staff inform service coordinator (via e-mail) the number of hours to authorize. Service coordinator updates the State Funded PDD Program Budget Spreadsheet and authorizes the assessment.
    - All assessments and other documentation that need to sent to District Autism Staff should be sent to:

Ms. Jody Cholewicki  
SCDDSN Autism Division  
Fairfield Office Park  
1064 Gardner Road, Suite 302  
Charleston, SC 29407

E-Mail: [jcholewicki@ddsn.sc.gov](mailto:jcholewicki@ddsn.sc.gov).

- A copy of the authorization should be sent to SCDDSN Cost Analysis Division (to input into the manual state funded PDD program tracking system). Fax the copy of the authorization to Cost Analysis Division at 803-898-9657.

- EIBI Service Provider forwards assessment or updated assessment to service coordinator. Service coordinator forwards copy of assessment and e-mails State Funded PDD Program Budget Spreadsheet (already updated for case management units and the EIBI assessment) to District Autism Staff.

#### **EIBI Plan Implementation Lead Therapy and Line Therapy Services:**

- District Autism Staff determine number of units of EIBI services (Plan Implementation, Lead Therapy, and Line Therapy) needed to implement the plan. District Autism Staff update the State Funded PDD Program Budget Spreadsheet and e-mails the State Funded PDD Program Budget Spreadsheet to both the service coordinator and SCDDSN Cost Analysis Division. [cost@ddsn.sc.gov](mailto:cost@ddsn.sc.gov).
- Service coordinator authorizes the services and monitors.

#### **Changes to consumers' budgets**

All changes to consumers' budgets will follow the same path as the original budget.

#### **EIBI Service Provider: Service Reporting and Payment Procedures**

- EIBI service providers will send invoices (invoiced to SCDDN) along with the service reporting document to SCDDSN Central Office – Cost Analysis Division and send a copy to the service coordinator.
- The Cost Analysis Division will process payment directly to the EIBI service provider and update the manual state funded PDD program tracking system as to delivered service units.